



**Incorporated Village of Lake Grove**  
**Office of the Fire Marshal-Andrew J. Brofman-Chief**  
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### **FIRE WATCH REQUIREMENTS**

You have been hereby ordered by this office to maintain a fire watch until such time as certain conditions have been corrected. For the fire watch to be acceptable, all of the following guidelines shall be followed.

1. Fire watch shall be performed by the fire watch officer(s); maintaining the fire watch will be the only function of these officers.
2. Management shall establish a chain of command among staff assigned to fire watch duties including a clear line of succession in the event of absences.
3. Management shall ensure that fire watch officers are familiar with the procedures to follow in the recognition and reporting of an emergency, including but not limited to:
  - (a) When and how to use radio equipment, telephone and private or public fire alarm boxes to summon assistance.
  - (b) How to notify the local fire department and other emergency response agencies.
  - (c) The management personnel to be contacted if an emergency occurs.
4. Fire watch officers shall maintain a log book. This log shall clearly show all activities of the fire watch including locations patrolled and conditions found. This log will be made available for review by this office at all times.
5. Management shall ensure that all areas of the premise, interior and exterior are checked through an established patrol route. The route(s) shall be explicitly defined to ensure that the fire watch officer patrols the correct area.
6. Patrols shall be conducted as often as necessary, however all areas of the building will be checked at least once per hour.
7. Management shall establish training for the fire watch officers to ensure that they are familiar with the property being protected, including
  - (a) All buildings, occupancies and hazards
  - (b) Fixed fire protection systems
  - (c) Manual and automatic detection and alarm systems
  - (d) Portable fire protection equipment
  - (e) Emergency shutdown procedures and equipment for which they are responsible
  - (f) The facility emergency action plan

8. The fire watch officer(s) shall be provided with a portable fire extinguisher as part of his/her normal equipment. Additional extinguishers of the appropriate type and size shall be strategically placed throughout the location for the duration of the fire watch.
9. Fire watch officer(s) shall be trained in the proper use of all types of fire extinguishers available and appropriate for the type of occupancy. This training will be conducted under the supervision of this office.
10. Fire watch officer(s) shall be provided with a means for continuous communication with a fully and constantly manned location. Management shall ensure that said communications equipment will function in all areas of the building.
11. Management will submit written proof of compliance with all of the above stipulations for review and approval by this office prior to our approval of the fire watch. This will include the names, addresses and proof of qualification of each fire watch officer.

For further information contact this office via any of the methods indicated on the top of page one.